



**The Corporation of the City of Stratford  
Infrastructure, Transportation and Safety Sub-committee  
Open Session  
AGENDA**

**Date:** Monday, July 24, 2017

**Time:** 12:00 P.M.

**Location:** Council Chamber, City Hall

**Sub-committee Present:** Councillor McManus - Chair Presiding, Councillor Brown - Vice Chair, Councillor Beatty, Councillor Bunting, Councillor Henderson

**Staff Present:** Ed Dujlovic - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Jodi Akins - Council Clerk Secretary, Joan Thomson - City Clerk, Mike Bellai - Stratford Police Chief

Pages

**1. Call to Order**

The Chair to call the Meeting to Order.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

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### 3. Delegations

None scheduled.

### 4. Report of the City Clerk

#### 4.1 Request for Exemptions for the 2017 Dragon Boat Festival (ITS17-041) 5 - 7

Motion by \_\_\_\_\_

**Staff Recommendation:** THAT City Council grant an exemption to permit the operation of ATVs on municipal property under the jurisdiction of The Corporation of the City of Stratford for the 2017 Dragon Boat Festival, and that the event organizers provide the required certificate of insurance in the amount of \$2 million per occurrence to the City prior to their event;

THAT City Council grant an exemption from the unreasonable noise provision [Schedule 1 clause 8] of the City's Noise Control By-law 113-79 as amended for the 2017 Dragon Boat Festival on September 16, 2017;

AND THAT the North side of Cobourg Street from Front Street to Waterloo Street and Nile Street from Ontario Street to Water Street be designated as temporary No Parking areas on Saturday, September 16, 2017.

#### 4.2 Request for Exemption from Noise Control By-law 113-79 for the 2017 Stratford Fall Fair (ITS17-042) 8 - 10

Motion by \_\_\_\_\_

**Staff Recommendation:** THAT City Council grant an exemption from Noise Control By-law 113-79 for the Stratford and District Agricultural Society to permit the amplification of sound in a residential zone until 11:00 p.m. each evening from Thursday, September 21 to Saturday, September 23, 2017 inclusive and until 4:00 p.m. on Sunday, September 24, 2017 and from the unreasonable noise provision [Schedule 1 clause 8] for the duration of the event including set up and take down from September 18 to September 25, 2017 inclusive.

#### 4.3 Request for Exemption to Noise Control By-law 113-79 for the 2017 Canadian Cancer Society Neon Night Stratford event (ITS17-043) 11 - 15

Motion by \_\_\_\_\_

**Staff Recommendation:** THAT an exemption be granted from the Noise Control By-law 113-79 for the Neon Night Stratford event to permit the

amplification of sound in a residential zone along the route and at 72 Water Street and from the loading and unloading provision [Schedule 2 clause 4] and from the unreasonable noise provision [Schedule 1 clause 8] from 7:00 p.m. to 10:00 p.m. on Friday, September 22, 2017 at 72 Water Street.

- 4.4 Request for a Special By-law Enforcement Officer for 165 Downie Street (ITS17-044) 16 - 17

Motion by \_\_\_\_\_

Staff Recommendation: THAT the request from CGNE Inc. to appoint Shannon Stewart as a Special By-law Enforcement Officer to enforce certain parking restrictions on private property at 165 Downie Street be approved;

AND THAT an agreement be entered into with respect to the appointment of the Special By-law Enforcement Officer.

- 4.5 ATAC Request for Council to revisit Bike and Pedestrian Master Plan (ITS17-045) 18 - 19

Motion by \_\_\_\_\_

ATAC Recommendation: THAT Council revisit the Bike and Pedestrian Master Plan;

THAT Council assess planned implementation versus actual progress;

AND THAT Council identify Council priorities in the plan to move the Master Plan forward.

- 4.6 Encroachment Application 420 William Street (ITS17-046) 20 - 23

Motion by \_\_\_\_\_

Staff Recommendation: THAT the application be approved for an encroachment by Paul and Anne Lake, as owners of 420 William Street, to permit the existing vinyl fence to encroach a total of 81 m<sup>2</sup> onto City property at 40 Joffre Street;

AND THAT the annual fee of \$917.00, adjusted yearly by the CPI, be added to the property tax bill for 420 William Street.

## 5. Advisory Committee/Outside Board Minutes

There are no Advisory Committee/Outside Board minutes to be provided at this

time.

**6. Next Sub-committee Meeting**

The next Infrastructure, Transportation and Safety Sub-committee meeting is August 30, 2017 at 4:30 p.m. in the Council Chamber, City Hall.

**7. Adjournment**

Meeting Start Time:

Meeting End Time:

Motion by \_\_\_\_\_

**Committee Decision: THAT the Infrastructure, Transportation and Safety Sub-committee meeting adjourn.**



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## MANAGEMENT REPORT

**Date:** July 24, 2017  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS17-041  
**Attachments:** None

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**Title:** Request for Exemptions for the 2017 Dragon Boat Festival

**Objective:** To consider the requests from event organizers of the 2017 Rotary Club of Stratford Dragon Boat Festival for an exemption to Noise Control By-law 113-79, to operate All-Terrain Vehicles on city streets, recreation trails and municipal property and for temporary No Parking areas on Saturday, September 16, 2017.

**Background:** The City has been approached by organizers of the 2017 Rotary Club of Stratford Dragon Boat Festival for permission to operate ATVs on park property during their event.

The *Off-Road Vehicles Act* (ORVA) and the *Highway Traffic Act* (HTA) govern off-road vehicle users and set out the registration, licensing, insurance, road access and safety requirements.

Information obtained from the Ministry of Transportation regarding off-road vehicles:

"Municipalities have the authority to determine whether or not off-road vehicles (ORVs) should be allowed access to roads under their authority. Municipalities must put a by-law in place for ORVs to be allowed access to their roads. Municipalities can determine which roads, where on the road, time of day and season that ORVs are allowed access. They can also set speed limits that are lower than those set out in the regulation. If a by-law does not exist, ORVs are not allowed access to that municipality's roads."

If approved by Council, the permissions would be specific to this event and conditional upon receiving the required certificate of insurance prior to the events.

By-law 65-2012 was passed to permit and control the operation of all- terrain vehicles (ATVs) on certain highways and streets, recreational trails and municipal property under

the jurisdiction of The Corporation of the City of Stratford during certain hours for certain special events.

Additionally, the Rotary Dragon Boat Festival committee has requested an exemption from the unreasonable noise provision [Schedule 1 clause 8] of the Noise Control By-law 113-79 for Saturday, September 16, 2017.

Neighbours were circulated notice by the Rotary Club on June 3, 2017 and to date no concerns have been received.

Lastly, organizers have requested that the North side of Cobourg Street from Front Street to Waterloo Street and Nile Street from Ontario Street to Water Street be designated as temporary "No Parking" areas for September 16, 2017 to reduce congestion and complaints from surrounding residents.

**Analysis:** The organizers of the 2017 event sought public input by mailing notices to residents within 120 m of the event location. No submissions were received.

The intent of the noise exemption is to permit amplification of sound for the 2017 event, allow for certain noise during set up and take down and an exemption from the unreasonable noise provision in the By-law for the duration of the event.

The City's Noise Control By-law defines parameters for noise and emissions that may impact local citizens. Any exemption to these time limitations is subject to Council review and final decision.

**Financial Impact:** None identified.

**Staff Recommendation:** **THAT City Council grant an exemption to permit the operation of ATVs on municipal property under the jurisdiction of The Corporation of the City of Stratford for the 2017 Dragon Boat Festival, and that the event organizers provide the required certificate of insurance in the amount of \$2 million per occurrence to the City prior to their event;**

**THAT City Council grant an exemption from the unreasonable noise provision [Schedule 1 clause 8] of the City's Noise Control By-law 113-79 as amended for the 2017 Dragon Boat Festival on September 16, 2017;**

**AND THAT the North side of Cobourg Street from Front Street to Waterloo Street and Nile Street from Ontario Street to Water Street be designated as temporary No Parking areas on Saturday, September 16, 2017.**



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Joan Thomson, City Clerk



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André Morin, Director of Corporate Services



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Rob Horne, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** July 26, 2017  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS17-  
**Attachments:** None

**Title:** Request for Exemption from Noise Control By-law 113-79 for the 2017 Stratford Fall Fair.

**Objective:** To consider the request from the Stratford and District Agricultural Society for an exemption from Noise Control By-law 113-79 for the 2017 Stratford Fall Fair September 21-24, 2017 at the Stratford Rotary Complex.

**Background:** The City has been approached by the Stratford and District Agricultural Society for exemptions from the City's Noise Control By-law. The production, reproduction or amplification of sound is one of the sounds regulated by Noise Control By-law 113-79 as follows:

The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound. [Schedule 2 clause 2]  
Prohibited Zones and Times:

**Quiet Zone** – Prohibited at all times;

**Residential Zone** – Prohibited all day Sundays and Statutory Holidays, and from 7:00 p.m. of one day to 7:00 a.m. next day;

**Commercial Zone** - Prohibited all day Sundays and Statutory Holidays, and from 11:00 pm of one day to 7:00 a.m. the next day (Monday to Thursday) and from 12:00 midnight of one day to 7:00 am next day (Friday and Saturday);

**Park Zone** – Prohibited from 11:00 p.m. of one day to 7:00 a.m. next day; 9:00 a.m. on Sundays;



The loading, unloading, delivering, packing, unpacking, or otherwise handling of any containers, products, materials or refuse whatsoever, unless necessary for the maintenance of essential services or the moving of private household effects is also one of the sounds regulated by the By-law. Prohibited zones and times are the same as noted above.  
[Schedule 2 clause 4]

Noise By-laws are designed to reduce and control both unnecessary and excessive sound which can be a nuisance and generally degrade the quality and peacefulness of neighbourhoods.

The Stratford and District Agricultural Society has requested exemptions from Noise Control By-law 113-79 to permit the amplification of sound in a residential zone until 11:00 p.m. each evening from Thursday, September 21 to Saturday, September 23, 2017 inclusive and until 4:00 p.m. on Sunday, September 24, 2017 and from the unreasonable noise provision [Schedule 1 clause 8] for the duration of the event including set up and take down from September 18 to September 25, 2017 inclusive.

Staff have identified that an exemption from the Noise Control By-law should also be considered for the loading and unloading provision noted above.

The Stratford and District Agricultural Society circulated a notice to residents within 120m the week of June 8, 2017 with a deadline for comments of June 23. As of the June 23 deadline no concerns were received.

**Analysis:** The organizers of the 2017 event has sought public input by mailing notices to residents within 120 m of the event location. No submissions were received.

The intent of the noise exemption is to permit amplification of sound for the 2017 event, allow for certain noise during set up and take down and an exemption from the unreasonable noise provision in the By-law for the duration of the event.

The City's Noise Control By-law defines parameters for noise and emissions that may impact local citizens. Any exemption to these time limitations is subject to Council review and final decision.

**Financial Impact:** None identified.

**Staff Recommendation:** **THAT City Council grant an exemption from Noise Control By-law 113-79 for the Stratford and District Agricultural Society to permit the amplification of sound in a residential zone until 11:00 p.m. each evening from Thursday, September 21 to Saturday, September 23, 2017 inclusive and until 4:00 p.m. on Sunday, September 24, 2017 and from the unreasonable noise provision [Schedule 1 clause 8] for the duration of the event including set up and take down from September 18 to September 25, 2017 inclusive.**



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Joan Thomson, City Clerk



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André Morin, Director of Corporate Services



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Rob Horne, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** July 26, 2017  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS17-043  
**Attachments:** Canadian Cancer Society Neon Night Request Letter

**Title:** Request for Exemption to Noise Control By-law 113-79 for the 2017 Canadian Cancer Society Neon Night Stratford event

**Objective:** To consider the request from the Canadian Cancer Society for an exemption from Noise Control By-law 113-79 for their 5km non-competitive fun run/walk on Friday, September 22, 2017 from 6:00 p.m. to 10:00 p.m.

**Background:** The City has been approached by organizers of the Neon Night Stratford event for exemptions from the City's Noise Control By-law. The production, reproduction or amplification of sound is one of the sounds regulated by Noise Control By-law 113-79 as follows:

The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound. [Schedule 2 clause 2]

### Prohibited Zones and Times:

**Quiet Zone** – Prohibited at all times;

**Residential Zone** – Prohibited all day Sundays and Statutory Holidays, and from 7:00 p.m. of one day to 7:00 a.m. next day;

**Commercial Zone** - Prohibited all day Sundays and Statutory Holidays, and from 11:00 pm of one day to 7:00 a.m. the next day (Monday to Thursday) and from 12:00 midnight of one day to 7:00 am next day (Friday and Saturday);

**Park Zone** – Prohibited from 11:00 p.m. of one day to 7:00 a.m. next day; 9:00 a.m. on Sundays;

The loading, unloading, delivering, packing, unpacking, or otherwise handling of any containers, products, materials or refuse whatsoever, unless necessary for the maintenance of essential services or the moving of private household effects is also one of the sounds regulated by the By-law. Prohibited zones and times are the same as noted above.  
[Schedule 2 clause 4]

Noise By-laws are designed to reduce and control both unnecessary and excessive sound which can be a nuisance and generally degrade the quality and peacefulness of neighbourhoods.

The Neon Night Stratford organizers have requested exemptions from Noise Control By-law 113-79 to permit the amplification of sound in a residential zone and from the unreasonable noise provision [Schedule 1 clause 8] and from the loading and unloading provision [Schedule 2 clause 4] on Friday, September 22, 2017 from 6:00 p.m. to 10:00 p.m.

Staff have identified that an exemption from the Noise Control By-law should also be considered for the loading and unloading provision noted above.

The Neon Night Stratford organizers circulated a notice to residents within 120m on June 16, 2017 with a deadline for comments of June 30. As of the June 30 deadline no concerns were received from residents.

When approached by the organizers, the Stratford Festival expressed concern regarding amplified noise during their 8:00 p.m. performance at the Tom Patterson Theatre. Therefore, the organizers of Neon Night have indicated they will use amplified sound until 7:45 p.m. only and will continue unplugged for the remainder of the event. The unloading and unloading provision should remain for the duration of the event.

**Analysis:** The organizers of the 2017 event has sought public input by mailing notices to residents within 120 m of the event location.

The intent of the noise exemption is to permit amplification of sound for the 2017 event, allow for certain noise during set up and take down and an exemption from the unreasonable noise provision in the By-law for the duration of the event.

The City's Noise Control By-law defines parameters for noise and emissions that may impact local citizens. Any exemption to these time limitations is subject to Council review and final decision.

**Financial Impact:** None identified.

**Staff Recommendation:** **THAT an exemption be granted from the Noise Control By-law 113-79 for the Neon Night Stratford event to permit the amplification of**

**sound in a residential zone along the route and at 72 Water Street and from the loading and unloading provision [Schedule 2 clause 4] and from the unreasonable noise provision [Schedule 1 clause 8] from 7:00 p.m. to 10:00 p.m. on Friday, September 22, 2017 at 72 Water Street.**



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Joan Thomson, City Clerk



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André Morin, Director of Corporate Services



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Rob Horne, Chief Administrative Office



Canadian Cancer Society  
Société canadienne  
du cancer

Huron-Perth Community Office  
536 Huron Street  
Stratford, Ontario  
N5A 5T9  
Telephone: (519) 271-4270  
Facsimile: (519) 271-7582

May 31, 2017

Corporate Services Department  
City Clerk's Office  
City of Stratford  
City Hall  
P.O. Box 818  
1 Wellington St  
Stratford, ON N5A 6W1

Dear City Clerk's Office:

The Canadian Cancer Society is hosting our second annual Neon Night event in Stratford on September 22, 2016 from 6:00 p.m. to 10 p.m. ([www.cancer.ca/neonnightStratford](http://www.cancer.ca/neonnightStratford)) at 72 Water Street. This event will raise much needed funds for childhood cancer research as well as the Canadian Cancer Society Wheels of Hope transportation program.

Neon Night is a 5 km non-competitive fun run/walk for all ages and abilities that takes place at night. Participants are encouraged to wear their brightest running/walking gear to help illuminate the night all in the fight against cancer.

We would like to request a Noise By-Law Extension as per last year. We would request that the extension permit the amplification of sound in a residential zone from 6:00 p.m. to 7:45 p.m. and from the loading and unloading provision and from the unreasonable noise provision from 6:00 p.m. to 10:00 p.m. on Friday, September 22, 2017 at 72 Water Street. The timing of the extension ensures that we will not interfere with the beginning of the performance at the Tom Patterson Theatre that night.

### **Childhood Cancer**

On average, 920 Canadian children 0-14 years old develop cancer every year.

The 5-year survival for childhood cancer is about 83% and an estimated two-thirds of survivors have at least one chronic or late effect from their cancer therapy, including an increased risk of health problems and the possible development of secondary cancers. As Canada's leader in the fight against cancer, the Canadian Cancer Society supports excellent childhood cancer research, advocates for better support for parents and legal guardians who need to take time off work to care for children with cancer and provides information, programs and support to children with cancer, their families and caregivers. Research has led to new and more effective treatments for childhood cancers and an increase in the number of children who survive into adulthood.

**Wheels of Hope Transportation Program**

In Ontario, 1 in 5 cancer patients cannot get to their cancer-related appointments because of physical or financial challenges. Last year through the Wheels of Hope transportation program we provided 2,036 safe rides for cancer-related appointments for 149 local people diagnosed with cancer.

I hope you will help support our Neon Night event and join us in the fight childhood cancer, ensuring more children survivor cancer and have a better quality of life after treatment, as well as help local cancer patients get to their life saving treatments.

Please feel free to contact me with any questions about the event at 519-271-4270 or [jcunningham@ontario.cancer.ca](mailto:jcunningham@ontario.cancer.ca)

Best regards,

A handwritten signature in cursive script that reads "Janis Cunningham".

Janis Cunningham  
Manger, Huron-Perth Community Office



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## MANAGEMENT REPORT

**Date:** July 24, 2017  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS17-044  
**Attachments:** None

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**Title:** Request for a Special By-law Enforcement Officer for 165 Downie Street

**Objective:** To consider the appointment of a Special By-law Enforcement Officer for 165 Downie Street.

**Background:** A request has been received from CGNE Inc. to appoint Shannon Stewart as a Special By-law Enforcement Officer to enforce certain parking restrictions at 165 Downie Street.

**Analysis:** The Special Parking Enforcement Officer will enforce the following provisions of Traffic and Parking By-law 159-2008:

- a) To prohibit parking on private property without consent;
- b) To prohibit parking in the area designated as a fire route; and
- c) To prohibit unauthorized parking in a space designated for vehicles transporting persons with a disability, which vehicle displays the appropriate designated permit.

**Financial Impact:** Cost of providing training and ticket books can be accommodated using existing resources. There is potential for revenue from the collection of parking fines.

**Staff Recommendation:** **THAT the request from CGNE Inc. to appoint Shannon Stewart as a Special By-law Enforcement Officer to enforce certain parking restrictions on private property at 165 Downie Street be approved;**

**AND THAT an agreement be entered into with respect to the appointment of the Special By-law Enforcement Officer.**



A handwritten signature in cursive script, appearing to read "Joan Thomson".

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Joan Thomson, City Clerk

A handwritten signature in cursive script, appearing to read "André Morin".

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André Morin, Director of Corporate Services

A handwritten signature in cursive script, appearing to read "Rob Horne".

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Rob Horne, Chief Administrative Officer



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## MANAGEMENT REPORT

**Date:** July 24, 2017  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS17-045  
**Attachments:** N/A

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**Title:** ATAC Request for Council to revisit Bike and Pedestrian Master Plan

**Objective:** To request that Council revisit the Bike and Pedestrian Master Plan and identify priorities to move the Master Plan forward.

**Background:** There was discussion at the Active Transportation Advisory Committee meeting regarding progress on the implementation of the Bike and Pedestrian Master Plan.

**Analysis:** There were concerns raised with the level of funding to complete the projects in the Plan and how the City prioritizes items.

Further, the Committee would like the Master Plan reviewed in context with other City plans and for Council to consider the Master Plan not as a stand-alone plan.

ATAC would also like Council to review their top priorities in the Master Plan and identify realistically what items will be completed from the Master Plan.

**Financial Impact:** Unknown at this time and subject to Council budget approvals.

**Staff Recommendation:** **THAT Council revisit the Bike and Pedestrian Master Plan;**

**THAT Council assess planned implementation versus actual progress;**

**AND THAT Council identify Council priorities in the plan to move the Master Plan forward.**



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Joan Thomson, City Clerk



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Andre Morin, Director of Corporate Services



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David St. Louis, Director of Community Services / Acting CAO



## MANAGEMENT REPORT

**Date:** July 24, 2017  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS17-046  
**Attachments:** 420 William Street Sketch

**Title:** Encroachment Application 420 William Street

**Objective:** To consider entering into an Encroachment Agreement with Paul and Anne Lake, as the owners of 420 William Street, for an existing vinyl fence at the rear of the property.

**Background:** The owners of 420 William Street have submitted an application to permit existing encroachment onto City property at 40 Joffre Street.

The current application is for the existing vinyl fence, which encroaches a total of 81 m<sup>2</sup> onto 40 Joffre Street, as shown on the attached property sketch.

No concerns from City Departments were received regarding this encroachment application.

Encroachment Policy P.3.2 provides for existing encroachments:

*When an Encroachment Agreement is Required*

*When an existing building or structure encroaches onto municipal property, the City will exercise its right to require an encroachment agreement if the City intends to allow the encroachment to remain under certain terms and conditions.*

*Types of Existing Encroachments*

*Buildings or Structures*

*Typically, existing encroachments are permanent buildings or structures that were inadvertently and partially erected over a road allowance or municipal property and cannot easily be removed without significant impact to the remaining structure. Examples include existing buildings, garages, retaining walls or signs. Permission will not be given for*

*additions to buildings or structures to encroach onto road allowances or other municipal property.*

*Projections*

*Consideration may also be given for the following encroachments which project over the road allowance or municipal property:*

- *Canopies*
- *Awnings*
- *Balconies*
- *Cornices*
- *Eaves*
- *Sills*
- *Brackets*
- *Air conditioners*
- *Projecting signs*
- *Other similar projections beyond the main wall, not less than 8 feet above grade.*

In reviewing this application, staff have not expressed concern with authorizing the existing and proposed encroachments as noted.

**Analysis:** The owners and future owners of this property are responsible for maintenance of the fence that encroaches onto municipal property and are also required to indemnify the City. The agreement can be terminated by either party in the future if the fence is removed.

**Financial Impact:** The annual fee of \$917.00, adjusted yearly by the CPI will be added to the property tax bill for this property. The annual fee is based on the size of the encroachment and is calculated by taking the current property tax times the size of the encroachment (area) divided by the total area of the owned property.

**Staff Recommendation:** **THAT the application be approved for an encroachment by Paul and Anne Lake, as owners of 420 William Street, to permit the existing vinyl fence to encroach a total of 81 m<sup>2</sup> onto City property at 40 Joffre Street;**

**AND THAT the annual fee of \$917.00, adjusted yearly by the CPI, be added to the property tax bill for 420 William Street.**




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Joan Thomson, City Clerk



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André Morin, Director of Corporate Services



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Rob Horne, Chief Administrative Officer

